SERVICE KLAHOMA

How to Add a User OkCARS

STEP BY STEP GUIDE



Objective: This quick reference guide details how dealers can add new users to their OkCARS account and assign the appropriate access to each user.

STEP 1 Navigate to *okcars.service.ok.gov* and login.



STEP 2 Click the "Manage My Profile" link.



STEP 3 Click the **"More..."** tab.

Manage My Profile TIFFANY DOANE Profile Action Center More	<u></u>	
R Profile Click Name TIFFANY DC Update Name	the " More " tab	Security Password Last changed July 23 Change Password
My Email		Secret Question

STEP 4 Click the **"Add Additional Logon"** link.

♡ My Access Management	A Other Users	\downarrow Submissions
Manage my logon's access to accounts.	Manage users who are associated to me.	Search for previous submissions.
 > Add Business to Logon > Manage My Access > Delete My Profile 	Add Additional Logon Manage Additional Add Add	e " Add Additional Logon" link

STEP 5 Type in the **user's email address**.

I Required Customer Access Summary	Add Access				
Email Address * Customer Access Account Access Summary Type in the user's email address.		•	•	•	
Email Address Type in the user's email address .	Email *	Customer Access	Account Access	Summary	
	Email Address	2	Type in the u	ser's email address.	

STEP 6 Type in the **user's email address in the box below** to confirm the address.

|--|--|--|

STEP 7 Click **"Next"** to continue.

Email Address samie.harley@service.ok.gov Confirm Email Address samie.harley@service.ok.gov	Additional Logon: Perform work on your behalf May only have access to the customers and accounts that you provide access to Can have their access managed for all customers and accounts An email invite Click "Next"
Cancel	< Previous Next >

STEP 8 Click the **"None"** link.

Access Types: Administrator- Cust Administrator- Acco Account Manager: U User: Run vehicle loc Customer Informa	tomer: Add/re ount: Specific Update demo pokup ation	move web logons (and the below) account access, Add/remove web logo graphic information (and the below)	ons (and the below)		
ccess Type	Cus		e	Customer Address	
None		Click the " None "	SALES	6015 N CLASSEN BLVD OKLAHOMA CITY	OK 73118-5815 OKLAH

STEP 9 Click the **"Access Type"** box.

Administrator- Customer: Add/rem: Administrator- Account: Specific acc Account Manager: Update demogra User: Run vehicle lookup Access Type	ove web logons (and the below) count access, Add/remove web logons (and the below) aphic information (and the below)		
None ~	Click the " Access Type " box		

STEP 10 Click the dropdown menu.

Administrator- Customer: Add/remov Administrator- Account: Specific acco Account Manager: Update demograpi User: Run vehicle lookup	e web logons (and the below) unt access, Add/remove web logons (and the below hic information (and the below)	0	
Access Type None V			
Admin- Customer Admin- Account	Click the	Cancel	ок
Account Manager General User	dropdown	Cancer	

STEP 11 Click the "**OK**" button.

Administrator- Account: Specific account access, Add/remove web logons (and the below) Account Manager: Update demographic information (and the below) User: Run vehicle lookup Access Type Admin- Account		
Access Type Admin- Account ~		
Admin- Account ~		
	_	

STEP 12 Click the "**Next**" button to continue.

Cancel				Click the " Next " button	Next 5>
	SERVICE	About	Resource		

STEP 13 Click the **"*"** link.

	— Ø —	0			
Email	Customer Access	Account Access	Summary		
Account Information				Ŧ	Show Errors
Allow	ID	Account Name		Address	
Click the "*" link	UD00089	TIFFANY AUTO SALES		6015 N CLASSEN BLVD OKLAHOMA	CITY OK 73118-
Show Errors					

STEP 14 Click the **dropdown arrow**.

Account Inform	nation			7	Show Errors
Allow Access	ID Туре	ID	Account Name	Address	
* %	Dealer Number	UD00089	TIFFANY AUTO SALES	6015 N CLASSEN BLVD OKLAHOMA	CITY OK 73118-

STEP 15 Make selection.

	Email	Make selectio	n	Account Access	Summary		
es.	Account Inform	nation				Ŧ	Show Errors
	Allow Access	ID Type	ID	Account Name		Address	
	Yes ~	Dealer Number	UD00089	TIFFANY AUTO SALES		6015 N CLASSEN BLVD OKLAHOMA	CITY OK 73118-
	Show Errors						

STEP 16 Click **"Next"** to continue.

Yes	Dealer Number	UD00089	TIFFANY AUTO SALES	6015 N CLASSEN BLVD OKLAHO	MA CITY OK 73118-
Show Errors					Click "Next"
Cancel				< Previous	Next 🔓 >

STEP 17 Click the **"Submit**" button.

Customerle	formation			
Access Type	Customer Type	Customer Name	Customer Address	-
Admin- Account				
Automatic Account	Business	TIFFANY AUTO SALES	6015 N CLASSEN BLVD OKLAHOMA CITY	OK 73118-5815 OKLA
Admin Account	Business	TIFFANY AUTO SALES	6015 N CLASSEN BLVD OKLAHOMA CITY	OK 73118-5815 OKLA
Account Inf	Business	TIFFANY AUTO SALES	6015 N CLASSEN BLVD OKLAHOMA CITY	0K 73118-5815 OKLA
Account Inf	rmation ID Type ID	TIFFANY AUTO SALES	6015 N CLASSEN BLVD OKLAHOMA CITY Address	OK 73118-5815 OKLA
Account Inf Allow Access Yes	Business rmation ID Type ID Dealer Number UDC	TIFFANY AUTO SALES Account Name D00089 TIFFANY AUTO SALES	6015 N CLASSEN BLVD OKLAHOMA CITY Address 6015 N CLASSEN BLVD OKLAH	Click the " Subi

STEP 18 Click the **"OK"** button.

If you have any questions on this process, reach out to **dealersupport@service.ok.gov**